



ACCOUNTANT I

FLSA Status: Non-exempt

Adopted: April 2005

Revised: December 2006

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

The Accountant I is an entry-level professional accountant classification. Incumbents apply principles of accounting to analyze routine financial data and prepare financial reports. The position has a moderate degree of independence in handling payroll and performs other fiscal maintenance operations, such as general ledger, fixed assets, financial reporting, annual audit, budget preparation, treasury, and related work as required as directed. Incumbents are normally expected to solve most work problems independently and to make recommendations to supervisory personnel regarding those matters which involve policy decisions, technical questions and unusual problems, but do not have independent purchasing authority.

DISTINGUISHING CHARACTERISTICS

The Accountant I works under the direction and guidance of the Assistant City Manager.

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Oversees the payroll function; reviews payroll records for completeness and accuracy, resolves problems, and enters data into the payroll system to produce the agency's payroll, provides payroll data analysis to department heads and employees
- Applies principles of accounting to analyze financial information and prepare financial reports
- Reconciles financial information entered into accounts, such as general ledger accounts
- Analyzes financial information detailing assets, liabilities, and capital
- Generates balance sheet, revenue and expense reports
- Audits the financial records of the organization, ensures records and other types of documentation are properly maintained
- Assists with audits by outside entities
- Prepares reports to substantiate individual transactions prior to settlement
- Modifies, and coordinates updates to accounting systems and accounting control procedures
- Monitors system for general fund accounting
- Makes recommendations regarding the accounting of reserves, assets and expenditures
- Based on assumptions provided, projects annual staffing costs

- Prepares spreadsheets used by Departments to develop their budgets, enters budget information into the financial system and, based on numbers provided, generates summary schedules
- Submits recommendations for improving the organization's accounting operation
- Collects appropriate data and prepares federal, state, and local reports
- Understands and applies Town's current employment agreements and policies related to compensation and benefits
- Performs other related duties as required

QUALIFICATIONS

Knowledge of:

- Principles and practices of financial administration, fund accounting and budgeting, including generally accepted accounting principles
- Methods and techniques of internal auditing and accounting
- Administration of payroll and tax-related issues
- Application of data processing in accounting including data input, data reporting, analysis, and procedures
- Methods and techniques of administrative analysis
- Pertinent Federal, State, Town and department regulations, guidelines and procedures
- Standard office and administrative policies and procedures
- Computer applications involving word processing, spreadsheets, data entry, database access and/or standard report generation
- Standard office practices and procedures, including filing and the operation of standard office equipment, including a computer and applicable software
- Business letter writing and the standard format for typed materials
- Methods and techniques for basic report preparation and writing
- Recordkeeping principles and practices
- Correct business English, including spelling, grammar and punctuation
- Effective methods of communication, both verbal and written

Ability to:

- Analyze, interpret, and explain financial policies and procedures
- Prepare accurate and timely financial statements and reports
- Conceive, propose, implement and maintain sound fiscal procedures and records
- Compile, correlate and analyze a large volume of written and numerical data
- Conceive and effectively propose solutions to problems
- Acquire knowledge of, interpret and apply policies, procedures, codes, regulations and laws related to assignment Town department, other functions of the Town and other governmental agencies in a timely manner
- Express self clearly and concisely in written and verbal communication
- Effectively train and/or educate other employees
- Perform duties on a regular and consistent basis; meet critical deadlines
- Follow written and oral instructions and procedures
- Utilize word processing and spreadsheet programs and personal computer
- Process, input, compute and reconcile financial data
- Provide general clerical support
- Coordinate office functions
- Make adjustments to standard operating procedures as is appropriate

- Prepare and maintain accurate documents, records and reports
- Operate a variety of office equipment
- Maintain accurate office files
- Respond to and interact with elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Establish and maintain effective working relationships

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a two-year degree in accounting, business, finance or closely related field.
- Experience: Three to five years of progressively responsible accounting experience, preferably including at least two years of local government or non-profit agency experience. Experience with EDEN Payroll System preferred.

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Attend and participate in evening meetings as assigned
- Review reports and correspondence quickly and accurately
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Use a telephone
- Communicate through written means
- Perform all duties listed on the job description except those determined to be incidental